

Board of Selectmen
Minutes September 22, 2015

Convened at 6:00 pm

Present: Ken Christiansen, Chair
Jane Byrne
Jeffrey Bryan
Andrew Artimovich
Robert Mantegari

The Board met and reviewed payroll, accounts payable and signed the register. The Selectmen reviewed and signed the recreation register.

Jonathan Ellis was in to present the weekly Treasurer's report. Please see last page to view report.

Artimovich made a motion, 2nd by Mantegari to release the balance of the construction bond for Boxford Winthrop per the planning board's recommendation. All were in favor.

Byrne made a motion, 2nd by Bryan to approve the public minutes of 9/15/15 as written. The motion carried with Mantegari abstaining as he was not present.

Building Inspector, Kip Kaiser, had the following building permits to be signed this week:

- Wellner Poppe, 304 Middle Road, remodel: signed by Board
- Dick Haggett, 83 Deer Hill Road, electrical permit: signed by Board
- Veterinary Emergency, 168 Crawley Falls Road, sign permit: signed by Board
- Kate Russell, 32 Middle Road, sign permit: signed by Board
- Doug Finnan, 1 Gove Road, expansion of rear deck: signed by Board
- Jeff Gargaly, 7 Balsam Way, 12 X 12 rear deck: signed by Board
- Jean MacDonald, 33 Crawley Falls Road, enlarge addition: signed by Board.

Chief Lemoine introduced Logan Hipes, the new live in at the fire department. The board welcomed Hipes.

Department Head Meeting

Emergency Management, Rick Murphy

Murphy said he will be presenting a zero based budget for 2016. Murphy reviewed the tentative dates scheduled for the Seabrook table top, practice, and graded drills. Murphy will be reviewing 3 quotes for updating the local emergency plan. Heidi Lawton has been assigned to the Town from NH Homeland Security; she will be replacing Paul Hatch as the field representative.

Library, Marc Wilson

Wilson said the library had a very successful summer reading program. They had 6490 visitors in July and August. 87 new library cards this year. Twenty-six thousand books have been circulated. Wilson said they are anticipating an 8% increase in medical benefits and holding energy costs level. They expect a 3% increase in the bottom line at this time.

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Recreation, Margaret Dullea

Dullea said Alicia O'Brien has started as a part time employee in the recreation department. Her salary is paid through rental revenue and does not affect the operating budget. Dullea is working on obtaining the quotes for the handrails and stairs. She is also working to complete field work to enlarge a field and make it safer for adults.

Building/Code Enforcement, Kip Kaiser

Kaiser said he expects the 2016 budget to be up to about \$36K. The budget has only carried salary in years past. Membership dues and training opportunities will be added in the next year.

Town Clerk/Tax Collector, Phyllis Thompson

Thompson said the state increased the fees to \$2.00 for each motor vehicle registration. The conversion to the VPN MAAP program through the state is completed. Woss has completed her first year of the town clerk certification program. Thompson anticipates her 2016 budget to be up 1%. She would like the board to request to the school board that the November presidential election be held at the school due to the volume of voters expected.

Budget Committee, Krista Steger

Steger said the budcom will be meeting on October 5th to kick off the season. They will set an appointment schedule and discuss and amend the current by-laws.

Fire, Kevin Lemoine

Lemoine said they needed to replace the brakes on ambulance 2. Lemoine does not expect an increase in the 2016 budget. Lemoine said the EMS budget (revolving fund separate from the operating budget) will have an increase but not significant.

Conservation Commission

Clement read an update on conservation provided by Rob Wofchuck.

- 1) The WISE II Grant was not funded - this was the grant to work collaboratively with other towns in the watershed towards compliance with cleaning-up Great Bay.
- 2) The project at Windsor Meadows to install a Permeable Reactive Barrier is moving forward with installation in early October. This is a prototype trench filled with wood chips and other materials to reduce nitrogen from septic system.
- 3) NHDES 319a Grant to install improved stormwater devices at municipal sites is moving forward with hopeful installation at one site (Highway Shed) this fall. I will be in to see Selectboard with designs in next couple weeks.
- 4) Land Management Plans - we have draft findings back from consultant and hope to have draft plans to Selectboard in November.

Regarding the budget, the one budget item conservation will have is the replenishment of the Conservation Fund. The Town normally maintains this at \$75,000. The Fund is currently around \$60,000 and they still have some items being paid out of it for the balance of the year including a portion of the land management plans and the conservation easement file update project. This normally falls under Annual Appropriation (line 01-4611-50-900) in the CC Budget. The CC will be requesting \$15,000+ to bring the Conservation Fund back to the \$75,000.

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Planning Board

Clement read an update on planning provided by Kathy St. Hilaire. The budget looks good with no major increases anticipated for 2016. Their work with Truslow Resources continues for the review and updating of the Shoreland, Wetland, and Aquifer Protection ordinances. The planning board has 2 open seats on their board and 3 residents have expressed an interest.

Information Systems, Karen Clement

Clement said the town office will need to replace the server in 2016. The estimated cost is \$16,000. Clement said in 2017 they will need to replace the firewall and switches. They will then have 3 “quiet” years that will require minimal funding. Artimovich asked if there was an option to lease a server since they need to be replaced every 5 years. Clement said she would follow up with Mainstay on that.

Assessing, Karen Clement

Clement said the assessing budget will decrease dramatically as the revaluation will be coming to an end in the next month. Clement said Michaud is working to have all field review done by the end of the week in order to prepare the MS1. Informal hearings will occur on 10/1 through 10/5, values will be finalized and everything should be wrapped up by the middle of October.

Bryan suggested a capital reserve fund with an annual appropriation of \$20,000 to pay for the next revaluation. Keep a rolling balance. Clement said she would research that.

That closed the department head meeting.

Clement said she has the legal comments from the County for the easement deed on Prescott Road. Once the plat is recorded, Walter Mitchell can finalize the deed. The county would like to review and then work towards setting up a delegation meeting in October.

Bryan made a motion, 2nd by Mantegari to approve the right of way plat as prepared by Dubois and King. All were in favor.

Bryan made a motion, 2nd by Byrne for Christiansen to sign the member agreement with HealthTrust for the Town to participate in the pooled risk management program for group medical and/or other benefit plans and further to authorize Clement to execute and deliver the member agreement to HealthTrust as prepared. All were in favor.

Byrne made a motion, 2nd by Mantegari for Christiansen to sign the retiree billing administrative services agreement with HealthTrust. All were in favor.

Byrne made a motion, 2nd by Mantegari for Christiansen to sign the COBRA billing administrative services agreement with HealthTrust. All were in favor.

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Bryan asked what the status was with the vehicles at Stratham Tire. Clement said she sent a letter to the property owner asking them to follow up with Glenn Greenwood. Clement thought the owner met with Greenwood and the next step would be to file for a special exception for a junk yard with the ZBA. Clement said she would follow up with St. Hilaire in the planning office to see if there are any further updates.

Motion to adjourn at 7:02 pm made by Byrne, 2nd by Mantegari. All were in favor.

Respectfully submitted,

Karen Clement

WEEKLY TREASURER'S REPORT

DATE:	9/22/2015			
Citizens General Fund:				
Previous Balance:	18,422.20			
Deposits:	31,597.00			
Payroll:	15,494.49	DD: 10845.53	CKS: 4648.96	
FICA:	3,728.39			
to Impact Fees				
A/P: Regular	204,982.07	Swasey: \$180,000		
Void check				
From MMA	195,000.00			
TO MMA				
Account Balance:	20,814.25			
Interest Earned YTD:	22.33			
CD's:	Unrestricted Balance:			
MMA:	Unrestricted Balance:	2,688,604.98		
	Total Invested Funds:	2,688,604.98		
	Interest Earned YTD:	5,180.02		